

## EDITED KSA LISTING

### CLASS: Sergeant, Youth Authority

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	General knowledge of the purpose and organization of the Department of Corrections and Rehabilitation, Division of Juvenile Justice, to protect the public through the use of evidence based programs and crime prevention strategies in the treatment of youthful offenders to reduce recidivism.
<b>K2.</b>	General knowledge of administrative practices of personnel supervision to effectively direct an area of responsibility of the Department of Corrections and Rehabilitation, Division of Juvenile Justice.
<b>K3.</b>	Advanced knowledge of principles and methods of training to determine training needs, evaluate training results, to ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the Department of Corrections and Rehabilitation, Division of Juvenile Justice.
<b>K4.</b>	Extensive knowledge of the principles and techniques of security, custody and individual/group supervision of youthful offenders within the California Department of Corrections and Rehabilitation, Division of Juvenile Justice Facilities/camps to effectively provide public safety and comply with Federal and State laws.
<b>K5.</b>	General knowledge of facility/work site sanitation, and health and safety standards to maintain the orderly operation of the facility/work site and the health and safety of staff, youthful offenders, and the public.
<b>K6.</b>	Advanced knowledge of youthful offenders from diverse ethnic and cultural backgrounds (e.g., behavior, negative subcultures, activities, structure, etc.) in an effort to minimize disruptions that impede the orderly operation of a facility/work site and provide information to staff, law enforcement agencies for community safety, etc.
<b>K7.</b>	Advanced knowledge of youthful offender grievance procedures, Disciplinary Decision-Making System [DDMS], in order to review, resolve, respond and track/monitor appeals within the specified time constraints, etc.
<b>K8.</b>	General knowledge of court decisions affecting the rights of youthful offenders in the Department to ensure compliance.
<b>K9.</b>	Advanced knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision of departmental personnel.
<b>K10.</b>	Extensive knowledge of the administration of collective bargaining agreements, labor organizations and grievance handling (e.g., Bargaining Unit 6, etc.), in order to effectively supervise and maintain the orderly operation of the facility/work site and the safety of staff.

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	<b>Knowledge of:</b>
<b>K11.</b>	Advance knowledge of investigative and interviewing/procedures, report writing and preparation of concise and complete work to effectively obtain information from staff, youthful offenders, the public, outside agencies, etc.
<b>K12.</b>	Advanced knowledge of procedures pertaining to the transportation of youthful offenders to effectively supervise the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public.
<b>K13.</b>	General knowledge of laws, rules, and regulations governing the Department of Corrections and Rehabilitation, Division of Juvenile Justice, in order to effectively supervise the daily operation within facility/work site.
<b>K14.</b>	<b>Basic knowledge of computer usage (e.g. software programs, etc.) to maintain accurate records, communicate and effectively supervise the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public.</b>
<b>K15.</b>	Advanced knowledge of the principles of effective verbal and written communication, to accurately and effectively communicate job related information and conflict resolution (e.g., accountability, discipline, etc.)
<b>K16.</b>	General knowledge of the functions of various Federal, State, local law enforcement agencies and courts, Attorney General/District Attorney, and local medical facilities, etc. in order to develop, facilitate, maintain and promote a good working relationship, etc.

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#	Knowledge, Skill, Ability
	<b>Skill to:</b>
<b>S1.</b>	Apply the principles and techniques of security, custody and individual/group supervision of youthful offenders within the California Department of Corrections and Rehabilitation, Division of Juvenile Justice Facilities/camps to provide public safety and comply with Federal and State laws.
<b>S2.</b>	Elicit cooperation, interest, and respect of employees and youthful offenders in order to communicate, provide information/direction, etc., to meet the department's visions, values, missions, goals and objectives
<b>S3.</b>	Maintain custody and control of youthful offenders in order to provide for the safety of the public, staff, and youthful offenders
<b>S4.</b>	Apply fair and firm progressive discipline to staff in order to correct employee deficiencies
<b>S5.</b>	Prepare/review reports (e.g., behavior, Use of Restraint, performance, etc.) in order to comply with Departmental policies and procedures
<b>S6.</b>	Analyze situations accurately and take effective action to prevent operational disruptions, resolve issues and complete assignments in the allotted timeframes, etc.
<b>S7.</b>	Analyze emergency situations quickly and accurately in order to implement an effective course of action (e.g., modify programs, lockdown, escapes, seek medical/mental health response, disturbance level, etc.) and minimize operational disruptions and resolve complex issues
<b>S8.</b>	Plan, organize, and direct the work of others in order to supervise the daily operation within a facility/work site and provide for the safety of the public, staff, youthful offenders
<b>S9.</b>	Provide training to staff effectively in order to create a knowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc.
<b>S10.</b>	Contribute to the department's Equal Employment Opportunity objectives (e.g., fair treatment of people, sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment-free work place environment and create and maintain a fair and equitable work environment
<b>S11.</b>	Establish and maintain positive working relationships to provide information, direction, promote, and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.) to promote collaborative participation, enhance morale and productivity

**Bold text**-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
	<b>Skill to:</b>
S12.	Communicate in order to provide information, direction, train staff, promote, and maintain confident and cooperative relationships with others (e.g., departmental employees, contract employees, volunteers, the public, and other State agencies, etc.) to promote collaborative participation, enhance morale and productivity.
S13.	Represent the Department's positions on collective bargaining agreements by interpreting and apply the Memorandum of Understanding (MOU) to effectively manage the daily operation within a facility/work site and provide for the safety of staff, youthful offenders, and the public.
S14.	Research and respond to employee grievances by interpreting the applicable sections of the MOU to maintain facility/work site operations.
S15.	Monitor and enforce a comprehensive health and safety program for a facility/work site.
S16.	Perform liaison and community relation's duties to meet the department's vision, values, mission, goals and objectives.
S17.	Conduct interviews and investigations to enforce institutional rules and regulations with firmness, tact, and impartiality to ensure consistency and compliance of disciplinary measures.
S18.	<b>Use and operate computerized equipment to create documents, query, input, retrieve and update data base information, etc. to monitor, track and supervise staff and youthful offenders assignments, etc.</b>
S19.	<b>Utilize departmental weapons and authorized chemical agents in a safe and proficient manner to comply with departmental qualifications to ensure staff, youthful offender, and public safety.</b>
S20.	Apply methods and techniques of supervision (e.g., provide direction and training to staff, counseling, fair and appropriate performance evaluations, employee relations, work scheduling and administrative practices, conflict resolution, etc.) in order to ensure productive work force, and create and maintain a safe and secure facility/work site.

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#	Knowledge, Skill, Ability
	Ability to:
A1	Bend, stoop, climb stairs, push, pull, twist, and stand for long periods of time, and briskly walk a minimum of <b>400</b> yards in order to perform essential job functions.

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#	Knowledge, Skill, Ability
<b>Special Personal Characteristics:</b>	
<b>SPC1.</b>	Leadership qualities by demonstrating high moral standards, integrity, honesty, emotional maturity, stability, tact, ethical/moral behavior, law abiding, self confidence, patience, neat personal appearance, professional role model, etc. in order to accomplish day-to-day operational efficiency and promote the Department's vision, values, missions, and goals, etc.
<b>SPC2.</b>	Empathetic and objective understanding of the problems of youthful offenders in custody
<b>SPC3.</b>	Keenness of observation in identifying and monitoring day-to-day operations or potential incidents to effectively perform the job.
<b>SPC4.</b>	Willingness to work impartially with and accept the various racial, ethnic, and cultural differences of staff and the youthful offenders in custody.
<b>SPC5.</b>	A continuing satisfactory record as a law-abiding citizen.
<b>SPC6.</b>	Punctuality and willingness to work various shifts, including weekends and holidays, and to report for duty at any time emergencies arise.
<b>SPC7.</b>	Maintain a valid driver's license to effectively perform the duties of a Sergeant, in CDCR, DJJ.

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<b>Special Physical Characteristics:</b>	
<b>SPHYSC 1</b>	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or youthful offenders.
<b>SPHYSC 2</b>	Normal vision/hearing with/without corrective aides to ensure personal safety and in order to respond to emergency situations, etc.